



3/4/2022

Tempe is recognized as one of the most popular event venues in the Valley. From major events on our city's award-winning waterfront to neighborhood picnics and concerts in our nationally recognized parks, we are fortunate to have a diverse array of unique events happening in our hometown each year. To assist you in planning events in our city, Tempe has compiled this helpful Special Events Handbook. Inside you will find information on Tempe event venues, directions on how to file applications for event permits and licenses, and answers to your questions about security, emergency medical services, clean-up, insurance requirements, and more. Our Tempe departments have worked hard to streamline the event permitting process while continuing to provide vital services that help make your event safe and successful.

This handbook contains a timeline of everything you need to know for hosting a special event in Tempe. You will also find a helpful list of contact names and numbers and a list of city services and resources that can help you plan your event.

Please share information about your event with us, so we can list it on Tempe's on-line events calendar at www.tempe.gov/events.

This handbook will be helpful as you plan the events that contribute so much to the spirit and vitality of Tempe. Thank you for all you do to make Tempe a great place to work, live and play!

Sincerely,

Shawn Wagner
Community Services Deputy Director

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SPECIAL EVENTS PERMITS

SECTION 1

Who must apply?

Anyone who wants to host a parade, concert, walk, bike or foot race, rally or public gathering that will be held in a public venue or that will affect private and/or public property or rights-of-way must file a Special Events Permit Application with the Special Events Division. The following events must apply for a Special Event Permit in the City of Tempe:

Parades / Walks / Concerts / Runs / Races / Festivals / Triathlons / Skate Park Events / Rallies

A festival or event in Tempe that will:

- be held on or affect City of Tempe streets, sidewalks, private property, city park, or city facility;
- require City of Tempe services beyond those the city provides its citizens under ordinary, everyday circumstances; and/or
- have activities that require issuing one or more additional licenses or permits (fireworks, alcoholic beverages, food sales, parades, street closings, tents over 900 square feet, etc.).

What is the process?

Anyone who plans to host a Special Event (as defined above) in the City of Tempe must follow the procedures below. It should be noted that prior to issuance of a Special Event Permit, all five steps listed below must be completed before your event will be approved and a Special Event Permit issued.

1) Speak to a Special Events Coordinator about your event by phoning the Special Events Office at 480-350-5180, or by sending an email inquiry from the link on our Special Events website.

Please note: Inquiries of availability do not guarantee that the date is reserved for your group. Additionally, applications may not be accepted for events held from May - September if the temperature will create undue safety concerns, depending on the size, scope and nature of the event.

2) Submit a Special Event Permit Application to the City of Tempe Special Events Division with the \$50 application fee. Once the application is received in the Special Events Office, the date requested will tentatively be held for your event. Applications are available online at www.tempe.gov/events.

For applications and information, contact:
City of Tempe Special Events Division
3500 S. Rural Road, Suite 201
Tempe, AZ 85282
(480) 350-5180 office (480) 350-5184 fax
www.tempe.gov/events

To obtain more information about city parks please visit www.tempe.gov/parks.

Depending on an event's type, size and particular features, the Special Events Division may require an applicant to apply for additional permits and licenses, and to submit event maps, proof of insurance and other information before a Special Event Permit can be issued.

- To avoid a late fee, all applications for a Special Event Permit must be submitted at least 60 days prior to an event. Applications will be accepted as early as one year before the date of an event.
 - Special Event Permit Applications must be legible. Incomplete applications will not be accepted.
 - All Special Event Permit Applications must be accompanied with a non-refundable application fee of \$50.00 (made payable to "City of Tempe").
 - Events will be invoiced for a deposit of 25% or more of the total bill, which includes the cost of city services. Payment is required within 30 days of receipt of the invoice. **The deposit is non-refundable 90 days prior to the event date.**
- 3) Once a complete Special Event Permit Application is submitted by an event producer, all appropriate departments and agencies must review and approve it. The Special Events Division will forward copies of completed applications to the Special Events Task Force Committee (SETFC) for their approval. The SETFC is comprised of the following City of Tempe departments and other various agencies:
- | | |
|-----------------------|------------------------------------|
| • Municipal Utilities | • Strategic Management & Diversity |
| • Parks & Recreation | • Engineering & Transportation |
| • Police | • Community Development |
| • Fire Medical Rescue | • Risk Management |
| • ADA Compliance | |
- 4) A City of Tempe Special Events Coordinator will contact the applicant to set up a date for the representative to make a presentation before the Special Events Task Force Committee (SETFC). The SETFC meets every other Thursday at 9:30 a.m. at the Tempe Transportation Center at 200 E. 5th St., Tempe, AZ.
- 5) After attending the SETFC, and once all fees, maps, permits, licenses, certificates of insurance and other required information are received and approved from an applicant, Special Events will issue a permit for the event.

Preparing for Special Events Task Force Meeting

- Each event representative is expected to be prepared to present their event by giving a brief description of event details.
- Representatives need to bring fifteen (15) copies of any additional materials not submitted with application to pass out to the members of the committee.
- During and/or after your presentation, members of the SETFC will have a question and answer period to clarify details. If more information is needed regarding your event, the event requester will be re-scheduled to come back for another SETFC meeting prior to approval.
- If your event will be held in or on private property, a copy of your event's lease or written permission from the private property owner(s) must be submitted with the application.
- If an event significantly impacts surrounding businesses or residents, you will be required to notify those businesses and residents, and community outreach material, such as door flyers, signatures or mailings, must be submitted.
- If you have not already submitted the following items with your application, provide at least **15** copies for members of the Task Force Committee:
 - Detailed Description of Event: Who, what, where, when and why
 - Timeline including set-up and take-down (including load-in days).
 - Updated Site Map – depicting layout of event; include vendor names and locations, route, road closures, port-a-johns, etc.
 - Promotional Material
 - Entertainment List
 - Vendor List
 - Admission Charges for the event
 - Merchandise/Food Items sold
 - Liquor License status (if applicable)

***Note:** Special Event Permits are nontransferable and are valid only as to the original applicant. Any attempted assignment, transfer, or sale of a Special Event Permit will void the permit, and all fees paid will be forfeited. A new applicant for an existing event must submit a new Special Events Permit Application and is subject to any applicable fees and requirements. No changes to maps, vendor lists, or event activities may be made to the event once the permit has been approved by the SETFC.*

TIMELINE for Hosting Special Events in Tempe

SECTION 2

These deadlines are minimums set by permitting agencies. Secure permits and licenses as far in advance as possible.

6 - 11 Months Prior To Hosting a Special Event

- ☐ **Request a Special Event Permit Application package** and a copy of the Handbook for hosting events in Tempe, AZ.
- ☐ **Check availability of a venue.**
- ☐ **Request venue date by preparing/submitting a Special Event Permit Application** to the Special Events Division along with \$35.00 non-refundable fee.
- ☐ **Deposit due.** A minimum 25% of expected costs is due and is **non-refundable** 90 days prior to the event date.

60 Days – Prior to Hosting a Special Event

- ☐ **Obtain all appropriate insurance for your Special Event.** Certificates of insurance required from event producers may be requested by the City of Tempe Risk Management Division (See Insurance Requirements, Section 10).
- ☐ **Apply for a State of Arizona Transaction Privilege Tax License** (see Tax and Licensing, Section 15, page 23).
- ☐ **Prepare for Special Events Task Force Committee** meeting (see Section 1, page 5)
- ☐ **Prepare applications** for all other permits and licenses required for your particular event:
 - **Liquor License(s)** - If you plan to serve or sell alcoholic beverages at your event, you must submit an application for a Temporary Special Event Liquor License or an Extension of Liquor Premises to the Special Events Office, along with a required Certificate of Insurance. (See Alcohol Beverage Control, Section 3, page 7 & 8, for more information).
 - **Health Permit** - If you plan to serve or sell food or drinks at your event (other than prepackaged), you must submit an application for a Health Permit to the Maricopa County Environmental Health Department. (See Health Permits, Section 9, page 16).
 - **Fireworks/Pyrotechnics Permit** - If you plan to have fireworks or pyrotechnic displays at your event, you must submit an application for a Fireworks/Pyrotechnics Permit to Tempe Fire Prevention Office, along with a \$250 fee and proof of insurance (See Fireworks and Pyrotechnic Displays, Section 8, page 15).
 - **Tent and Canopies** - If you plan to erect a tent, canopy or temporary structure over 900 square feet in size, you must submit a Tent/Canopy Permit form to the Fire Prevention Office (see Tents & Temporary Structures, Section 14, page 22).
- ☐ **Street Closing/Freeway Ramp Closures** - If you need to close streets or freeway ramps you must request permission from the City of Tempe Transportation Department (see Street Closures & Restrictions, Section 4, page 9). City of Tempe will determine placement, transportation and removal of barricades and you will be invoiced.
- ☐ **Signs and Banner Permit** – If you want to install signs or banners promoting your event on downtown Mill Avenue on light poles or in public rights-of-way, you must obtain a Banner Permit (See Signs/Course Markings & Banners, Section 12, page 20).

30 Days - Following Receipt of Invoice

- ☐ **Payment Due (Events taking place on and around Tempe Town Lake)**- Payment is expected and required. Non-payment will result in your account being sent to Collections, and the SETFC will not accept any future event applications.

Special Event Liquor Permit/Extension of Premise Liquor Permit

If you plan to serve alcohol beverages at your event, a Special Event Liquor License may be required. A Special Event Liquor License is issued by the Arizona Department of Liquor License Control. The AZ Department of Liquor Control will only issue a Special Event Liquor License after the local governing body has reviewed and recommended approval of the license. If your group is requesting to sell any type of alcoholic beverages, you must first get approval from the City of Tempe Special Events Task Force Committee (SETFC).

Anyone selling alcoholic beverages at an event held on private property at an unlicensed location, or public property at a Tempe venue must:

- 1) Be eligible to sell alcoholic beverages in the City of Tempe,
- 2) Apply for and be recommended for a Special Event Liquor License or Extension of Premises Liquor Permit through the City of Tempe Special Events Task Force and ultimately from the AZ Department of Liquor License and Control.

Eligibility

Eligibility for obtaining a Special Event Liquor Permit is determined by A.R.S. 4-203-02. Eligible groups include charitable, religious, fraternal, civic and political organizations. A Special Event Liquor License allows a charitable, civic, fraternal, political or religious organization to purchase or have alcohol donated to sell and serve spirituous liquor for consumption. Consumption of alcohol is only permitted on the licensed premises and only for the period authorized on the license. This is a temporary liquor license. Each qualifying organization is eligible for up to (10) days' worth of Special Event Liquor Licenses. An applicant must be at least 21 years old and a resident of Arizona to obtain an Alcohol Beverage Permit.

Commercial Organization Requirements:

All commercial organizations partnering with a charity or non-profit organization to serve/sell alcohol beverages must provide a letter from the charity stating the following:

- A) The eligible organization and their representative agrees to participate as the agent and applicant for the Special Event Liquor Permit and will receive a minimum 25% of the gross proceeds from the sale of alcoholic beverages, as evidenced by written contracts, invoices, or receipts upon request.
- B) Verification that a principal of the charity will be on site during hours when liquor is being served.

Event Policies for Serving Alcohol

The City of Tempe Special Events Task Force Committee (SETFC) reserves the right to require that the promoter adhere to the following criteria when serving alcohol:

- Any authorized pre-mix beverages being sold/served at an event must be provided by an authorized wholesaler as a pre-packaged and pre-mixed beverage. Under no circumstances will anyone other than the wholesaler be allowed to pre-mix beverages beforehand and/or during the event to serve to customers.
- Beer gardens (with fencing approved by the SETFC) may be required for events that are open to all ages. The purpose of a beer garden would be to allow only customers over age 21 to enter the area.
- Event layout(s) may be modified/alterd by the SETFC to prevent potential security issues for new and/or existing events.

If an event would like to deviate from the criteria mentioned above the applicant would be required to submit a written request to the Special Events Task Force Committee for consideration. All requirements and standards will be determined by the Special Events Task Force.

How to apply for a Liquor License:

The process for applying for both types of license(s) is the same with the exception of the fee(s) incurred. Listed below is an outline of the procedures to obtain either a Special Event Liquor License or Extension of Premises Liquor Permit within the City of Tempe.

- 1) Complete an “Application for Special Event License” and/or “Extension of Premises/Patio Permit” (Use the most current version of each form, found under Liquor License Application Kits at www.azliquor.gov/forms.cfm)
- 2) Attach the completed liquor application(s) to your City of Tempe Special Events Permit Application and submit to the Special Events Office. A Certificate of Insurance will also be required (see Insurance Requirements, Section 10, pages 17 & 18). Include payment for the appropriate license fee, made payable to “City of Tempe.” See chart below for appropriate fee(s).
- 3) Once all application materials are submitted, a Special Events Coordinator will schedule your event for a SETFC meeting. SETFC meetings are held every other Thursday at 2:00p.m., Tempe Transportation Center-Don Cassano Community Room, 200 E 5th Street, Tempe, second floor.
- 4) At the SETFC meeting, the committee will either recommend City approval or denial of the liquor application(s).
- 5) If approved, the applicant is responsible for hand carrying the application(s) to the AZ Department of Liquor for final approval before the scheduled event date. *Note: the AZ Department of Liquor Control requires that all Special Event Liquor License requests be submitted at least ten (10) business days before the scheduled event date.*
- 6) AZ Department of Liquor will grant final approval or denial of the application(s). If approved, AZ Department of Liquor will issue a State of Arizona Department of Liquor Licenses and Control Alcoholic Beverage License.
- 7) All licensees are required to display the Alcoholic Beverage License(s) according to standards set by A.R.S. §4-262. Additionally, liquor consumption warning signs are to be displayed as outlined in A.R.S. §4-261. See www.azliquor.gov for more information.

Special Event Liquor License Fees

Special Event Liquor Permit.....\$50
Extension of Premise Liquor Permit.....\$50

**Payment may be made by check or credit card. Checks must be made payable to “City of Tempe”.

For applications and further information contact:

City:

Special Events Office
3500 S. Rural Road, Suite 201
Tempe, AZ 85282
480-350-5180

State:

AZ Department of Liquor License & Control
800 W. Washington, 5th Floor
Phoenix, AZ 85007-5141
Phone: 602-542-5141
www.azliquor.gov

An event producer who wants to host an event that will involve closing a public right-of-way or involve a state-maintained right-of-way (street, sidewalk or alley) must request permission from the City of Tempe Transportation office at least (60) days before an event. In addition, ADOT will require an application for an encroachment permit if freeway ramps or right-of ways are closed (see below for instructions on how to obtain ADOT permits). Street closings and placement of barricades/signage on City of Tempe streets and rights-of-way must be coordinated with and approved by the following city departments: Traffic Operations, Police Department's Traffic Unit and the Transportation Division. If an event requires closure of streets or public rights-of-way, proper barricades and signage are required.

All signage and barricades must comply with the Manual of Uniform Traffic Control Devices, the City of Tempe Traffic Barricade Manual and the City of Tempe Traffic Barricade Manual. To ensure that event producers are in compliance, the City of Tempe, or an approved barricade company, will be responsible for placement and removal of all barricades and signage before and after an event. Event producers will be invoiced for all costs incurred to rent, insure, and transport barricades to and from an event site. Should a private barricade company do the barricading; the company must submit a traffic control plan to the Transportation Division for review. The staffing of traffic control work shall be determined by the City of Tempe Transportation Division, Traffic Operations and Tempe Police.

Listed below are the procedures to request a road closure and/or barricades:

To request a road closure and/or barricades, submit a Special Event Permit Application to the Special Events Office a minimum of 90 days prior to your event indicating your road closures and/or barricades. Street closures and restrictions will be reviewed on a case by case basis. This information will be sent to the Special Events Task Force Committee for their review. In addition, you must submit a detailed Traffic Control Plan (TCP) showing where barricades and signs will be placed at the event to: trafficbarricade@tempe.gov

Additional information can be found in the City of Tempe Traffic Barricade Manual 2016, Section 6, Page 10 and 11. <http://www.tempe.gov/home/showdocument?id=41250>

For Questions Contact:

German Piedrahita, Senior Civil Engineer

Public Works Department-Transportation Division

200 E. Fifth Street, Second Floor

Tempe, AZ 85281

Phone: 480-350-8160

Email: German_Piedrahita@tempe.gov

Obtain ADOT permits visit: www.azdot.gov/highways/districts/Phx_maintenance/permits.asp or call 602-712-7521.

Downtown Street Closure Fee Categories

Category of closure	Nonprofit	Commercial
Minimal Impact 6 th Street East of Mill 4 th Street 6th Street between 6th Street Park and Forest	\$500	\$1,000
Moderate Impact 7 th Street Maple Avenue Rio Salado between Mill and Ash 3 rd Street College Avenue Myrtle Avenue Forest Avenue 6 th Street between 6 th Street Park and College 5 th Street between Mill and Maple	\$750	\$1,500
High Impact Mill Avenue University Rio Salado 5 th Street East of Mill	\$1,000	\$2,000

Bike Corral

Tempe has a permanent bike corral facility in Tempe Beach Park that can hold up to 120 bikes. Use of the bike corral is strongly recommended for all large scale events and needs to be included in the security plan and pre-event planning for all events at Tempe Beach Park. The use of the facility will not be allowed if the use of the bike corral is deemed a safety hazard to the event. Tempe Bicycle Action Group (T.B.A.G.) is the nonprofit awarded the contract to operate the bike corral/valet at no charge to users other than voluntary tips. Insurance for use of the bike corral will be covered by T.B.A.G.'s insurance policy.

Event producers should contact Tempe Bicycle Action Group a minimum of 30 days prior to their event. T.B.A.G will be solely responsible for the bike corral operation. They have the option of not staffing the bike corral for the event if they have no available volunteers.

Tempe Bicycle Action Group

bikevalet@biketempe.org

Patrick Valandra, 602-377-6641

CLEAN-UP PLAN

SECTION 5

Information is being updated for 2022 and will be added when available.

Recycling and Diversion

Information is being updated for 2022 and will be added when available.

Electricity

The City of Tempe does not provide electrical equipment at public venues. Event producers should consult directly with the Special Event Coordinator and Facility Services to discuss all electrical needs for an event and plan on securing their own electrical needs. The event producers should work with city officials to show electrical service information on the Site Map of the event.

- Facility Services Division cannot provide generators, light towers, spider boxes or extension cords for events.

Event producers must obtain permission from a City of Tempe electrician to tap into any City property power source if/when available or permitted.

Parks

The City of Tempe parks maintenance staff takes pride in the appearance and condition of our parks, gardens, and picnic areas. As such we expect them to be returned in a similar condition to the way they were received.

If an event fails to clean up a venue adequately or causes damage to City of Tempe property or facility, the City of Tempe will bill the event for its costs to clean and repair the damaged property. If this occurs, the City of Tempe may also deny an application for a future Special Event Permit.

Event producers are responsible for prompt cleanup and removal of debris from all City of Tempe streets, right of ways, affected property owners' sidewalks, steps and alcoves including time after event tear down is complete. Event producers are responsible for clean-up from when the set up begins until tear down crews have finished and have vacated the park.

A "blue stake" is required for any events that penetrate or break the ground surface including but not limited to; fence posts, tent stakes, or anchors that break the soil surface. Furthermore the event will be responsible for any damage to the irrigation system including heads and laterals even though only main lines can be identified during the blue stake process.

Any damage to park infrastructure including but not limited to; benches, tables, gates, fences, retaining walls, grills, brick or concrete will be billed to the event.

Any damage to the landscape including grass areas will be assigned a replacement value. Damaged trees will be inspected by the City of Tempe's contracted arborist who will assess the damage and assign replacement value.

EMS coverage may be required for special events based on the following guidelines:

- To ensure that patrons attending a particular festival or special event are provided sufficient emergency medical coverage.
- City of Tempe EMS will assist event producers to determine staffing required, based on the expected number of patrons, special need concerns, risk factors and the nature of the event.
- City of Tempe EMS reserves the right to refuse coverage at an event if minimal staffing requirements are not mutually agreed upon, or if inadequate notice is given regarding coverage needs.

Anyone requesting/required to have City of Tempe EMS will be asked to enter into a contract with the City of Tempe that defines the dates, times and number of units that will be needed. It should also set forth the costs for those services. Stand-by service will not be offered. You will be billed for EMS.

Fees

Emergency medical services:

\$65.00 per hour / per employee + set logistics fee

Requirements

Depending on the size and scope of the event, an event producer may be responsible for providing the following equipment for EMS staging:

- 20 x 20 Tent
 - Large first aid sign on tent exterior
 - EVAP cooler or AC (Months from April to October)
 - One port-a-john adjacent to the tent, partitioned off
 - Six chairs & two tables
 - Three beds with linens
 - Ice chest, ice and water (amount of ice and water will vary depending upon weather)
 - Interior lighting
 - Heaters (may be required in winter season)
- City of Tempe EMS officials reserve the right to require the producer of a festival or event to provide hydration stations (non-alcoholic beverages) at an outdoor event. The number of hydration stations required will be based on the anticipated size of the event, weather, and expected attendance.
 - If a mass casualty occurs at an event, causing large numbers of event patrons to need medical attention, the producer of the festival or event shall bear the costs of additional personnel and equipment required at the rates listed above.

For further information and/or to schedule EMS staff, contact:

Tom Prigge, City of Tempe Fire Department
Phone: 480-858-7200
Email: Thomas_Prigge@tempe.gov

FIREWORKS AND PYROTECHNIC DISPLAYS

SECTION 8

If a festival or event is going to include a “Public Display of Fireworks” or the use of Pyrotechnics or Special Effects before a Proximate Audience, an event producer must apply for and obtain a Fireworks/Pyrotechnics Permit from the Tempe Fire Prevention Office. The fee for a Fireworks/Pyrotechnics Permit is \$144.00 per location.

Fireworks displays and pyrotechnic special effects must be under the direct supervision of an approved pyrotechnic operator who is employed by a licensed fireworks/pyrotechnic company along with a certificate of insurance which must be approved by the city Risk Manager (see Insurance Requirements, Section 10, page 17 & 18).

Fireworks and pyrotechnic special effects must comply with Chapter 56 of the 2012 International Fire Code and NFPA standards.

To obtain an application or further information, contact:

David Fabok
Tempe Fire Prevention Office
1400 East Apache Blvd.
Tempe, AZ
Phone: 480-858-7236
Email: David_Fabok@tempe.gov

Applications can be downloaded at: www.tempe.gov/fire

If food or drink (other than pre-packaged) will be served at a festival or event, event producers must obtain a Health Permit from the Maricopa County Health Department

The Maricopa County Environmental Services Department is the regulatory authority that issues "temporary food service establishment" permits for food and beverage concessions at special events. It is the Department's responsibility to regulate the food sold at these events. If food or drink is not prepared and handled in a sanitary manner, the public's health may be at risk.

Requirements:

In order to sell or give away any food or beverage product at an event, you are required to apply for a "Temporary Food Service Establishment" permit and pay an associated permit fee. The Guide to Temporary Food Service at Special Events and Application for Temporary Food Service Establishment Permit may be filled out online, downloaded and printed.

- A completed (pages one and two) application and \$85.00 permit fee per booth must be submitted seven days prior to the start of the event. All payments must be Arizona checks or money orders. Please make checks payable to MCESD.
- The Temporary Food Service permit will be issued at the event after a passing inspection has been completed. Please refer to the Guide to Temporary Food Service at Special Events for the requirements. Effective July 1, 2007, **inspectors can no longer accept payments for Temporary Food Service Permits on site, at events. All permits must be paid for by vendors in advance.**
- Only those vendors selling bottled water or canned soda (unopened, from an approved source) are exempt from obtaining a Temporary Food Service permit. All other vendors, regardless of product, are required to obtain a permit and pay the required fee per booth.
- Those individuals who currently possess a valid Maricopa County Mobile Food, Pushcart, Food Peddler or Catering permit are not required to pay the permit fee. However, a copy of the permit is required.

Note: It is the event producer's responsibility to read over the guidelines to determine whether or not a health permit is required for any food vendors at their event. If you are not in compliance with Maricopa County Environmental Services Guidelines, it should be noted that a health inspector **could shut down your food operation the day of the event**. If this should occur, the City of Tempe will not be held liable for loss of income.

For questions or requests for additional information, contact:

Maricopa County Environmental Health Department

1001 N. Central Avenue, Suite 100

Phoenix, AZ 85004

Phone: 602-506-6978

SpecialEvents@mail.maricopa.gov

Applications and guidelines can be downloaded at:

<http://www.maricopa.gov/DocumentCenter/Home/View/6283>

The City of Tempe has established insurance requirements for those facility users, vendors, and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Tempe, a Certificate of Insurance that complies with the requirements (see the Special Event Permit Application) must be furnished.

An event producer must comply with the insurance requirements to be able to obtain a Special Event Permit from the Special Events Task Force Committee (SETFC). Event permits will not be issued until all insurance requirements are satisfactorily met.

With reasonable notice to event producers, the City of Tempe reserves the right to require insurance of event producers and/or vendors for activities other than those specifically mentioned, or to increase the minimum acceptable limits of liability.

Approval of insurance by the City of Tempe does not in any way relieve or decrease the insurance liability of an event producer or vendor. The City of Tempe does not represent that the specified limits of liability, coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the event producer or vendor.

All special event applicants shall name the City of Tempe as an “Additional Insured.” Applicant agrees that any insurance available to the applicant shall be primary and non-contributory to the city’s self-insured retention. Applicant shall obtain Certificates of Insurance from all vendors participating in this event unless covered under applicant’s insurance policy. Vendors must comply with all requirements listed in this section. Complete and accurate certificates must be received by the Special Events Office a minimum of five (5) working days prior to the event. Separate Certificates of Insurance shall be provided by all carnival and amusement companies and firework production companies with the limits shown in this section and shall name the City of Tempe as “Additional Insured.” Additional coverage may be required depending upon the nature and scope of the event. For more information or questions regarding insurance requirements, please contact our Risk Management Department at 480-350-8248. Risk Management reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The City of Tempe, its agents, officers, employees and volunteers are named as “Additional Insured”. All Certificate of Insurance policies must reflect this with the exception of workers compensation.
2. The City of Tempe shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.
3. Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the City of Tempe.
4. General Liability Including:

Bodily Injury	Contractual	Independent Contractors
Comprehensive Form	Product/Completed Operations	Hazard
Premises Operation	Personal injury	Broad Form Property Damage

INSURANCE LIMITS

General Events

General events consist of those events held at any city facility other than Tempe Beach Park/Town Lake.

General Liability - \$1,000,000 each occurrence, \$2,000,000 aggregate

Auto Liability - \$1,000,000 combined single limit (each accident)

Workers Compensation – Arizona Statutory Requirements

Liquor Liability - \$2,000,000 each occurrence

Beach Park/Town Lake Events

\$1,000,000 each occurrence - \$2,000,000 aggregate

Events with limited exposure such as souvenir shops, clothing sales, and other small operations, or events with less than 500 people. This level also applies to such events as company picnics and charity walks as long as there is no alcohol or events on the lake itself.

\$5,000,000 each occurrence - \$5,000,000 aggregate

Events with more than 500 people in attendance or any non-motorized activity(ies) in or on the lake.

\$10,000,000 each occurrence Watercraft Liability

Events involving powerboats shall be required to carry at least \$10,000,000 of watercraft liability coverage. General Liability at the same limit is required for the associated land-based activity(ies).

Auto Liability - \$1,000,000 combined single limit (each accident).

Workers Compensation – Arizona Statutory Requirements

Liquor Liability - \$5,000,000 each occurrence.

OTHER INSURANCE OR RISKS

All other risks shall comply with the Additional Insured requirements as stated in item 1 above.

Fireworks Production

General Liability - \$5,000,000 each occurrence

Auto Liability - \$1,000,000 combined single limit (each accident)

Workers Compensation – Arizona Statutory Requirements

Liquor Liability

If your event is approved to have alcohol you will need to show proof of liquor liability coverage.

Tempe Beach Park - \$5,000,000 each occurrence

All other City facilities - \$2,000,000 each occurrence

Carnival/Amusement Rides

\$2,000,000 General Liability

\$1,000,000 Auto Liability

Workers Compensation – Arizona Statutory Requirements

In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates must be received no less than five (5) working days prior to the event.

For further information, contact:

David McAllister, Risk Management Office, 480-350-8248, david_mcallister@tempe.gov

It is the responsibility of an event producer to provide adequate security for an event. The type and location of the event, presence of alcoholic beverages, crowd size and other factors will determine the amount of security needed.

After reviewing the event application, the City of Tempe Special Events Task Force Committee may require an event producer to provide private security, hire off-duty police officers, or reimburse the City of Tempe for expenses it incurs by providing on-duty police officers for security, traffic control and/or crowd control.

Off-duty police officers may be available for events at the following rates:

- 3 hour minimum
Police Officer / Police Civilian \$ 67.00 per hour (per employee)
Sergeant * \$ 77.00 per hour (per employee)
Lieutenant * \$ 87.00 per hour (per employee)

The above hourly rates include:

Workers Compensation Insurance Fee (per employee) \$ 4.25 per hour

Administration Fee (per employee) \$ 2.75 per hour

Police vehicle:

An additional fee will be added if a police vehicle is requested or required: \$5.50 per hour/per vehicle for vehicle use, and an additional

½ hour at employee's rate for vehicle pick up and return.

* As determined/required by the Tempe Police Department

The City of Tempe will not provide on-duty personnel for the following needs at events:

- Gate security
- Beer/alcohol sales security
- Security for VIPs and celebrities
- Security for money handling
- Stage security
- Overnight security or security outside event hours
- Private parking lot security
- Security for event equipment trailers supplies, etc.

Requirements for private security company

If you will be using a private security company for your event, please keep in mind that the City of Tempe only allows security companies that are licensed and bonded in the State of Arizona. For questions, call the Tempe Police Department at 480-350-8542.

To request off-duty officer(s), contact:

Off-Duty Coordinator
Tempe Police Department
Phone: 480-350-8789
Email: PD-OffDutyCoordinator@tempe.gov

Sign Requirements

Event producers wanting to advertise their event by displaying signage prior and/or during their event must follow the guidelines listed below:

- 1) Signage can only be displayed on-site during a special event,
- 2) Signage must be displayed within the boundaries of the event,
- 3) All signage must be removed from the venue immediately after event is over.
- 4) Check with your Special Events Coordinator about signage text requirements.

Approved Course Markings

Event producers wanting to mark the sidewalk, asphalt or desert trails for their event must follow the guidelines listed below:

Paint: only white, water-based turf marking paint is permissible.

Chalk: only lining chalk or marking gypsum is permissible.

Most hardware and home improvement stores carry these products.

Banners

Event producers wanting to display banners on light poles or on public rights-of-way (5th and Mill Avenue) must contact the Special Events Office to check for availability and to coordinate scheduling.

The banner program is available to non-commercial groups, sponsors of special events, and professional sports teams. Banners may not emphasize a political or religious theme. In addition, the name, logo, or slogan of commercial sponsors should not be the predominant element of the design (i.e. more than 20% of the area). Banners should directly relate to the activity or program being promoted.

All signs and banners must meet departmental specifications and be installed in accordance with all rules and regulations. Signs and banners may not be installed in any way that will obstruct public streets and sidewalks.

For further information, contact:

Mary Keane
Special Events Office
3500 S. Rural Rd.
Tempe, AZ 85281
Phone: 480-350-5850
Email: mary_keane@tempe.gov

Anyone planning to host an event in the City of Tempe must attach a site map of the event to the Special Event Permit Application before submitting it to the Special Events Office.

A site map should define the event area and include all of the following features and information, if applicable:

- All affected streets, alleys and rights-of-way, including those that will be closed;
- Alternate routes for traffic and buses, if streets are going to be closed;
- Location of all barricades that will be used;
- Location of ADA compliant drop off areas;
- Location of all tents and temporary structures that will be erected (inflatables, small carnival games, etc.);
- Location of all vendors – fixed and mobile;
- Sources of electrical supply and service, including permanent electrical power sources and portable generators;
- Location of all dumpsters and trash receptacles;
- Location and layout of tables, chairs, picnic tables, etc., that will be used;
- Location of any stages that will be used or placed;
- Entrances and exits;
- Designated parking areas, including ADA spaces; moves ADA spaces;
- Permanent and portable accessible and general restroom facilities;
- Signage and banners that will be hung or installed.
- Location of first aid, emergency, security and disability accommodation stations.

Please note: Fire lanes must be kept open at all times to allow fire trucks to respond to an emergency.

TENTS AND TEMPORARY STRUCTURES

SECTION 14

Individual tents and membrane structures having an area in excess of 900 square feet, or multiple tents placed side by side (without the appropriate fire break clearance) having an aggregate area in excess of 900 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Fire Medical Rescue Department.

To obtain a permit, submit a detailed site plan, floor plan, certification of flame resistant materials and structural stability documentation with each Tent/Membrane Structure Permit application to the Community Risk Reduction Division **at the time of turning in your special event application.**

Tents and membrane structures requiring a permit must meet all requirements set forth in Chapter 31 of the 2012 International Fire Code

Fees

Tent or Membrane Structure Permit - \$144.00 for each location. Labor fees additional if after-hours.

For further information, contact

David Fabok
Tempe Fire Medical Rescue Dept.
Community Risk Reduction Division
1400 East Apache Road
Tempe, AZ
Phone: 480-858-7236
Email: David_Fabok@tempe.gov

Applications can be downloaded at: www.tempe.gov/fire

If a special event approval will result in the selling of products and/or food, drinks during the event, a State of Arizona **transaction privilege tax license**, issued by the Arizona Department of Revenue, must be held by any/all sellers. The application for the TPT License can be found at AZDOR.gov. The application must show 'TE' (Tempe) as your Region Code.

Who is required to be licensed at a special event?

Event sponsor/promoter – is taxable (license required) if charging fees to the vendors or admission to attend the event.

All vendors that sell (food/beverage and retail products).

All amusement operators (riders, games, etc.).

What is taxable income at a special event?

- Charges or fees for use of spaces by vendors
- Rental of space or equipment by vendors
- Food/beverage sales
- Product sales
- Carnival activities or amusement rides
- Advertising fees or charges (signs, banners)
- Entry fees or charges

If your event or vendor has any questions regarding taxability, please contact the City of Tempe Tax and License (see below).

Event sponsor and vendor responsibilities:

1. Every event sponsor must provide the City of Tempe Tax and License division with a list of participating vendors at least seven (7) business days prior to event. The list must include the following information:
 - Each vendor's State of Arizona Transaction Privilege Tax (TPT)* number that also includes the City of Tempe as one of its business locations. (Region Code = TE)
 - Business name & business phone number of the vendor.
 - Contact person with an email address.

*Any vendor conducting sales will need a State of Arizona Transaction Privilege Tax License. More information is available at www.AZDOR.gov or the City of Tempe Tax and License home page: www.tempe.gov/salestax.
2. Event promoters should be aware that any unlicensed retail activity may result in the removal of the violators on the day of the event and could jeopardize any future proposed events by the sponsor.

If you need assistance or have any questions regarding licensing and reporting of taxes please contact to:

Primary Contact:

Bill Chesterfield

20 E. 6th St. 3rd floor

Tempe, AZ 85281

Phone: 480-350-8656

Email: william_chesterfield@tempe.gov or salestax@tempe.gov

Americans with Disabilities Act Requirements

Americans with Disabilities Act Compliance

Tempe is an inclusive city. People with disabilities must be able to obtain or enjoy “the same goods, services and benefits” that are provided to other members of the public. Special events on city rights-of-way or city property that are open to the public are required by the American with Disabilities Act (ADA) to be accessible to people with disabilities. As the event planner, it is your responsibility to provide fully accessible events that comply with Tempe codes and ADA regulations. Responsibilities may be different for each event depending on the location, size and activities presented.

Here is a guide that may be of help: <https://adata.org/publication/temporary-events-guide>.
At the end of the section are additional resources.

Some specific elements of accessibility to include are listed below:

Site selection

- All temporary venues, parking, related structures, and outdoors sites associated with your event must be accessible to all individuals with disabilities. If an area is not accessible, an alternate area must be obtained with the same or equivalent activities. There are some areas in Tempe that are not fully accessible for events. You must be prepared to provide disability access, if the location you choose is not already accessible. There are some areas of Tempe that are not accessible sites for public events.

Vendors, Volunteers and staff selection

- Work with your vendors, volunteers and staff to ensure that people with disabilities will have access to food, drinks, merchandise, or services offered. Vendors selling food or other merchandise or operating activities such as games or contests should ensure accessibility. However, if an existing design of a permanent chassis, such as a food truck, cannot be modified to be accessible, then the method of providing the services must be altered, for example by providing access at the ground level. All staff and volunteers should have a basic awareness of and sensitivity to disability issues.

Communications

- Accessible communication can be accomplished by ensuring that all marketing medium includes an invitation for patrons to request accommodations or alternate formats as soon as possible. It is important to provide statements and a contact for access on all publicity and informational material. Statements affirming nondiscrimination are an important part of your commitment to providing accessibility.
- Inclusion of the invitation also ensures that you will have sufficient time to acquire qualified American Sign Language (ASL) Interpreters, or to provide print accommodations for people who have visual disabilities. Availability of a listening system for people who are hard of hearing is advised, should you have a speaker or receive a request.
- Signage is needed to direct the public to accessible parking spaces, drop-off points and other areas. Such directional signage is critical where these features are positioned in only a few select locations. Signage may be needed to direct and identify accessible entrances and gates. Signs should include the international symbol of accessibility and use easy-to-read type faces and be large enough to be read from a distance.

Paths of Travel/Accessible Routes from the nearest bus stops, light rail stops, loading zones, parking locations, and throughout your event.

- Your event must include accessible routes throughout your event venue. This includes accessible routes to parking areas, passenger loading zones, registration areas, amenities, seating areas, information and booth areas, restrooms, first aid areas and more. Grass and sand are not compliant surfaces for accessible routes.
- Accessible routes are to be 48 inches wide or more. Temporary ramps that do not exceed an 8.33% or 1:12 grade may be required to provide accessible routes and should be used when elevation changes more than ¼ " vertical or ½" beveled.
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel.
- An alternate path of travel is required when the public right-of-way is obstructed.
- If an alternate path of travel is provided, signage designating the alternate travel path should be placed in readily visible locations.
- The alternate path of travel should be parallel and as close as possible to the disrupted pedestrian access route.
- An alternate path of travel should have no obstructions, level changes or protrusions up to a height of 80 inches, including scaffolding and scaffolding braces.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path should be protected with barricades or other safety devices.

Accessible Parking/Transportation and access routes across vehicular traffic areas

- The temporary removal or closure of existing accessible parking areas (including production and other staff areas, must be replaced with full-sized accessible parking spaces on a one-to-one basis. The parking areas must be on a route close to the entrance.
- If no accessible parking areas are provided at your location, you should provide, at minimum, one accessible passenger loading zone marked with the international symbol for accessibility and one accessible parking space per 25 general parking spaces.
- Include accessible parking for VIP or other specifically designated parking areas such as limo and taxi zones. Taxis provide accessible vehicles for passengers using wheelchairs or other mobility devices; be sure you have a location that includes a 20' long by 5' wide boarding area for taxis. If the ground is unstable, acquire rubber matting to provide accessible route to the sidewalk.
- Evaluate the need to provide additional accessible parking beyond that if your event would typically draw more people with disabilities. There should be one accessible space per 25 general parking spaces, at a minimum.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event. Shuttles and golf carts must be accessible to mobility device users if you provide this service.
- Incorporate accessible public transportation in your event plans whenever possible.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.
- If meters are bagged to create additional accessible parking locations for the event a \$15 fee will be incurred. This fee is to be paid to the Downtown Tempe Community (DTC).

Accessible Restrooms/Sinks

- A minimum of 5 percent of portable restrooms provided to support your event must be accessible; placed on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one unit must be accessible.
- If only one restroom is placed in a location, it must be accessible. If the facility you are holding a

- public event in does not have an accessible restroom, you must provide one.
- In any location where multiple sinks or hand sanitizing units are provided, at least one unit must be accessible.
- If only one sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

Accessible Booths/Service Counters

- An accessible route to all booths and/or service counters and first aid areas are to be provided.
- Booths and/or service counters should be no more than 36” in height and must be 36” or greater in width. Condiments or other items are to be within reach at the edge of the table.
- Outside vendors for your event should be provided this information as well.

Accessible Staging/Seating

- If the public has access to the stage at your event, it must be accessible with a ramp with handrails and/or a lift.
- If you provide designated seating on a stage or within your venue, you must provide accessible seating and companion seating within the footprint of the seating area.
- An accessible seating area or corral, on an accessible route, is suggested to accommodate attendees with disabilities and their guests. The area shall provide line of sight to the stage. Signage to this area is suggested.

Policies and Procedures

- Policies and procedures must not inhibit access. Some flexibility is necessary when accommodating people with disabilities, whether needs are specific for performers, or general for the public. However, modifications to policies and procedures and the addition of services are not required if they would alter the nature of the event or pose a safety hazard.
- Include information on addressing safety of people with disabilities in an emergency or safety situation, shooting or violence, heat or inclement weather, etc.
- Attendants and service animals, necessities for some people with disabilities present a good example of when policies and procedures should be modified. Attendants should be allowed to accompany a person with disabilities as needed, yet this may not require a two for one ticket pricing policy. Service animals are not pets, but act as a guide and perform tasks and they are to be allowed to accompany an individual into the event.
- Ticket sale policies must comply with ADA and include ticket policies and sales to seating areas that are accessible to people with disabilities.

Resources

<https://adata.org/publication/temporary-events-guide>
www.ada.gov
<http://adata.org/>
https://www.ada.gov/service_animals_2010.htm
https://www.ada.gov/ticketing_2010.htm
<https://www.access-board.gov/>

Questions should be directed to the:

Tempe Office of Strategic Management and Diversity
 ADA Compliance Specialist
 Phone: 480-350-2704
 Relay Service Users: 711
 Email: Nanette_odell@tempe.gov

Fire Department

Mark Manor, Fire Deputy Chief Medic
David Fabok, Assistant Fire Marshal, 480-858-7236
Amanda Ayars, Fire Inspector II, 858-7231
Tom Prigge, Fire Captain Medic, 480-858-7200
Michelle Seitz, Emergency Manager, 480-858-7210

Police Department

Lieutenant Kerby Rapp, 480-350-8660
Anna Churan, Licensing Specialist, 480-858-7899
Sergeant Michael Curtis, Traffic, 480-858-2139
Sergeant Tim Bulson, Safety & Security, 480-858-2339
Off-Duty Coordinator, 480-350-8789

Special Events

Shawn Wagner, Community Services Director, Parks & Rec 480-350-5299
Linda Cano, Community Services Manager, 480-350-5260
Chad Holmes, Sr. Special Events Project Coordinator, 480-350-5847
Jonni Wolfe, Sr. Special Events Project Coordinator, 480-350-5225
James Hatch, Sr. Special Events Project Coordinator, 480-858-2199
Jenny Leon, Sr. Special Events Project Coordinator, 480-350-8784
Jerry Hall, Jr., Sr. Recreation Coordinator (Diablo Stadium), 480-350-5265
Mary Keane, Administrative Assistant II, 480-350-5850

Parks

North Parks: Ruben Wilkinson, Jr., 480-858-6110
South Parks: Rob Bartelme, 480-350-5971

Risk Management

David McAllister, Insurance Specialist, 480-350-8248 480-858-2171 (fax)

Facility Services

Dawn Ratcliffe, Recycling Coordinator 480-858-2508
Patrick Saros, Solid Waste Equipment Operator
Dave Cash, Electrical, 480-250-5096

Transportation Department

Maximilian Porte, Traffic Engineering Analyst, 480-350-8584

Sales Tax & License

Bill Chesterfield, Vendor Permitting, 480-350-8656, 480-350-8659 (fax)

Planning and Zoning (Signs & Use Permits)

Jeff Tamulevich, Signs & Use Permits, 480-350-8441

Environmental

Frank Fuerte III, 480-350-2678

Neighborhood Services

Elizabeth Thomas, 480-350-8223

ADA Compliance Specialist

Nanette Odell, 480-350-2704



Special Event Fees

Effective January 1, 2021

Special Events Office • 3500 South Rural Road • Tempe, AZ 85282 • Phone 480-350-5180

Fees to be submitted with the Special Events Application

Application Permit Fee.....	\$50
Late Fee (added if submitted within 60 days of event).....	\$100

Fees to be submitted prior to Task Force (if applicable)

Special Event Fee.....	\$100 permit fee/day, not to exceed 60 consecutive days
Deposit.....	25% of expected costs (Due 6 months prior to the event, and is non-refundable 90 days before the event)
Special Event Liquor.....	\$50 (Series 15 or 16)
Temporary Extension of Premises Liquor Permit.....	\$50

Remaining fees and City services to be assessed and invoiced following the event

Event Space Rental Fees. Per Day	Non-Commercial	Commercial
Rio Salado: Tempe Beach Park	\$1,500	\$3,000
Rio Salado: Arts Park	\$1,000	\$2,000
Rio Salado: Neil G. Giuliano Park	\$ 500	\$1,000
Rio Salado: North Linear Park	\$ 500	\$1,000
Rio Salado: Tempe Town Lake Marina	\$ 500	\$1,000
City Parking Lot	\$ 500	\$1,000
All Other Spaces: (Park, Plaza, Sport Field, Court)	\$ 250	\$ 500
Road Closure-Minimal Impact	\$ 500	\$1,000
Road Closure-Moderate Impact	\$ 750	\$1,500
Road Closure-High Impact	\$1,000	\$2,000
Additional Rental Use Fees		
Rio Salado: Park User Fee	\$ 250	\$ 250
Tempe Market Place Path Fee	\$1,000	\$1,000
Rio Salado: Park Set-up/Take-down*	\$ 250	\$ 500
Non-Rio Salado: Park Set-up/Take-down*	\$ 125	\$ 200
<i>*Fees assessed if any equipment is in the park</i>		
Kiwanis Park, Fiesta & Ruben additional fees apply Walk/Run Fee additional, see below	\$ 250	\$ 500
Tempe Town Lake User Fee, less than 200 users	\$ 200	\$ 200
Tempe Town Lake User Fee, 200+ users	\$ 200 (plus \$1 per user over 200, \$1000 max)	Same as non-commercial
Non-Rio Salado: Walk/Run Fee	\$ 250	\$ 250
Facility Charge (applies to gated admission events)	\$0.50/ticket sold (no min.)	\$1/ticket sold (\$5,000 minimum)

Additional City Service Fees May Apply